

MARYLAND STATE HIGHWAY ADMINISTRATION
OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT
CONSULTANT SERVICES DIVISION
707 NORTH CALVERT STREET
BALTIMORE, MARYLAND 21202

December 10, 2021

Contract No.: BCS 2021-21
Description: Bridge Condition
Inspection, Complex & Movable,
Statewide.

EXPRESSION OF INTEREST ADDENDUM NO. 1

To All Consultant Candidates:

Please be advised that the Expression of Interest due date for the contract has been changed from **December 14, 2021, by 12:00 PM (NOON).** The Expression of Interest are now due on **December 21, 2021 by 12:00 PM (Noon).** Expression of Interests received after the deadline will not be accepted no matter how transmitted and will be returned unopened to the Consultant.

This addendum is being issued on the Advertisement for BCS 2021-21. All prospective Consultants must acknowledge the clarifications, revisions, additions and/or deletions listed below for this Expression of Interest Addendum No. 1 by signing, dating and attaching this addendum in the front of their Expression of Interest submittal. Failure to attach this signed and dated Addendum No. 1 in the Expression of Interest submittal may result in rejection.

PEN AND INK CHANGES

Please note that the following changes to the BCS 2021-21 Advertisement:

- O1: Page 6, Item B, Item 1 – Part I, Section E:** Key Staff. A separate Section E form should be completed for each Key Staff proposed not to exceed five (5) pages total.
- C1: Page 6, Item B, Item 1 – Part I, Section E:** Key Staff. A separate Section E form should be completed for each Key Staff proposed not to exceed four (4) pages total.
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CONSULTANT QUESTIONS

The following questions are written Expression of Interest Questions received prior to the deadline of 12:00 pm on December 7, 2021 from consultant candidates. The responses are provided for clarification to all candidate in bold after the questions:

Q1: Page 6, Item B, Item 1 – Part I, Section E Key Staff of the RFP states “A separate Section E form should be completed for each Key Staff proposed not to exceed five (5) pages total.”

There are four key staff being proposed. Is each key staff resume limited to one (1) page each with a total of four (4) pages? Or, is it the intent of MDOT SHA to allow two pages for one of the key staff resumes, or to include the one (1) page for support staff as part of the overall five (5) pages for key staff?

A1: See C1 above.

Q2: Page 7, Item 4 – Part I, Section D of the RFP requests a one page organization chart and a one page support personnel matrix.

Is the org chart scored at the LOI stage? Is the support staff matrix scored at the LOI stage? Are these items part of the 30 point key staff rating criteria?

A2: No. These items are not part of the 30 point key staff rating criteria.

Q3: Page 8, Item 6 – Part H, Additional Information states “any information presented in the Section H will be considered in the evaluation of the EOI.” Has rating criteria been established for this scoring? Other than the information mentioned (certification that key staff individuals meet the education, experience,...), are there any other requirements set forth for information within this Section?

A3: Section H - Additional Information is not scored; however, failure to provide the information as stipulated in Item B.6 of the project’s solicitation will result in an incomplete submittal and could lead to a judgement that the Expression of Interest is not responsive to the stated requirements of the solicitation.

Q4: The RFP requests resumes for four key staff but has a five page limit. Does this mean one of our resumes can be two pages?

A4: See C1 above.

Q5: Page 6, Item B.1 states that Section E should not exceed 5 pages, but only 4 key staff are needed. Please advise.

A5: See C1 above.

Q6: The DBE contract goal in the RFP states 22%, but is listed in emma as 25%. Please advise.

A6: DBE goal is 22%. eMMA has been corrected.

Q7: Is the following statement of services included in the scope of services for BCS 2021-21: “Prepare designs, *plans and specifications* for repairs to bridges”?

A7: See scope of services as stated in Advertisement.

Q8: Regarding RFP Section IV.B.1 Part I, Section E: This section is limited to 5 pages total. There are 4 proposed key staff. May one of the resumes be 2 pages? If not, what information is sought for the extra page?

A8: See C1 above.

Q9: Regarding RFP Section IV.B.5 Section F – Example Projects: If an offeror is submitting as a joint venture and each prime firm in the joint venture worked on the same contract but a different series (for example, if Firm A held Contract No. BCS 2012-14A and Firm B held Contract No. BCS 2012-14B), can the work done under those identical contracts be combined into a single Section F project write up?

A9: Yes.

Q10: Is Arial Narrow 10 pt. font allowable for the SF 330 Sections A-C, E, F, G, and H?

A10: SF 330 forms, 11"x17" charts and all matrices must be no smaller than 10-point Times New Roman font.

Q11: Regarding RFP Section IV.A.Note: States that all pages (*except* for pages in SF 330, *and pages specified as 11"x17"*) shall have a minimum of a one-inch margin on all sides. Section IV.B.4 requires the 11"x17" support staff matrix to have one-inch margins. Can the support staff matrix have margins smaller than one inch?

A11: Support staff matrix is required to have one-inch margins.

Q12: Regarding RFP Section IV.B.6 Section H – Additional Information: States that the offeror must certify that the key staff individuals meet all professional qualifications specified in the advertisement. Is additional information (beyond certifying the qualifications of the key staff) allowed to be included in Section H?

A12: Additional information beyond stated certification is at your discretion.

Q13: Who are the incumbents for this program?
Will NDT be required. If so, what type of NDT?
Will surveying services be needed?

**A13: Incumbents: Wallace Montgomery, AECOM, Pennoni/KCI, WSP/WRA
NDT: Yes, ultrasonic testing of steel components such as bearing pins.
Surveying services: Not a frequent need but should have capability.**

Q14: May a dot matrix format be used for the Part I Section D Support Staff Matrix?

A14: Yes.

Q15: Will MDOT SHA consider a Bachelor's Degree in Engineering Science combined with relevant mechanical inspection experience acceptable for Key Staff #3 in lieu of a Bachelor's Degree in Mechanical Engineering?

A15: The project's solicitation states that a Bachelor's Degree in Mechanical Engineering is a minimum qualification requirement for Key Staff #3.

Q16: On page 6 of the RFP it says "Key Staff proposed not to exceed five (5) pages total." Please clarify if Section E should be 4 or 5 pages?

A16: See C1 above.

Q17: - The instructions for SF330, Part I, Section E (Key Staff) explains that of the four (4) key staff positions provided, we are allowed five (5) pages. Is each Section E resume form allowed to run over a single page, thus each new form potentially starting somewhere other than the top of the page? Or is it expected that one Section E resume would be two pages long?

- Are Iran Certification forms required for this EOI submittal? If so, are they also required from the proposed Subconsultants?

- Are current MDOT DBE Certification letters to be provided with this EOI submittal?

- Please confirm that separate SF330, Part II's are not required for the subconsultants?

- The advertisement on EMMA shows a 25% DBE Participation Goal, while the downloaded advertisement shows a 22% Goal. Please confirm the correct DBE Participation Goal.

A17: See C1 above.

-The signed Certification Regarding Investments in Iran shall be provided by the Prime firm or by each of the Joint Venture constituents in the EOI submittal.

- No, MDOT DBE certification letters are not required at this time .

- Separate SF330, Part II's are not required for the subconsultants.

- See A6 above.

Q 18: Can you please confirm the page limit for the SF 330 Part I, Section E (resumes)? It states "A separate Section E form should be completed for each Key Staff proposed not to exceed five (5) pages total.", however there are only 4 key staff.

A18: See A1 above.

Q19: Regarding the LOI (B) SF 330, Part I, Section E (Key Staff) and the requirement to be registered in the State of Maryland; will an out-of-state PE with a pending MD registration (to be obtained prior to contract Notice-to-Proceed) be acceptable?

A19: Key Staff minimum qualifications require PE's to be registered in the State of Maryland at the time of EOI submission.

Q20: RFP page 10 notes the DBE participation percentage as 22% but the procurement listing on eMMA previously noted it as 25%. May you please confirm the DBE participation

percentage for MDOT SHA BCS 2021-21?

A20: See A6 above

Q21: The solicitation page on eMMA notes Philip Jackson as the procurement officer. Shall the EOI contents be addressed to Jada Wright or Philip Jackson?

A21: Jada J. Wright

THE SIGNED ADDENDUM MUST BE INCLUDED IN THE EOI PROPOSAL IN FRONT OF THE TRANSMITTAL LETTER.

Jada Wright

Jada J Wright, Director
Office of Procurement and
Contract Management

December 10, 2021

Date _____

Acknowledgement of Receipt of Addendum No. 1 for BCS 2021-21:

(Company)

(Signature-Authorized Official)

Title

Date _____

General questions relating to this Addendum No. 1 may be directed to OPCM@mdot.maryland.gov . The time period for questions has expired; therefore, no additional questions will be accepted or answered by MDOT SHA.